

Hittisleigh Parish Council – Risk Assessment 2023/24

Area	Risk	Likelihood of risk occurring	Level of impact if risk occurred	Who/what at risk and how	What's being done	Further action required who/when
Physical Assets: - Bench/Phone box/Noticeboard - Parish council records held at clerk's home Defibrillator	Public liability	Low	Low	Harm to public	Annual checks and repairs	Scanning/copying key historical records as a back-up. Review best action for archive records.
	Fire/water damage; computer damage	Low	High	Loss of/damage to records	Up-to-date anti-virus software; electronic back up of records; hard copy archive records in fire-proof filing cabinet; Insurance cover	
	Damage	Low	High	Public/parishioners suffering heart attack	Regular monitoring and safety checks; monthly testing & reporting	
Activities: - Highways voluntary work - Public meetings		Low	Medium	Volunteers, public	Voluntary work carried out under guidance of trained Road Warden and Snow Warden and in agreement with Highways; insurance covered by Highways	Risk assessment checks before undertaking work; keep up-to-date with training/policies from DCC Highways under Road Warden scheme
		Low	Low			
Finance: - Banking/accounting arrangements	Fraud	Low	High	Financial loss	Two councillor signatories for expenditure; no online banking; regular review and check of finances	
Employment	Sudden loss of clerk	Low/Not known	Medium	Unable to conduct council business		Details of access to Council information available to at least one other member of the Council. An electronic copy of Council records to be kept by nominated councillor. Consider annual appraisal/meeting with clerk

Date reviewed: May 2023 Date of next review: March 2024